

FIRE DEPUTY CHIEF

Purpose:

To actively support and uphold the City's and Department's stated mission and values. To perform a wide variety of administrative and managerial duties for the Fire Department; to supervise and serve as incident commander in directing the response, readiness and activities of multiple fire companies; and to provide comprehensive program management activities in the development implementation, and management of programs for divisions and sections of the Department. Exercise positive leadership and management support in dealing with people, programs, and services. Provide highly responsible and complex management level support to the Fire Chief as a member of the Fire Chief's management team.

Supervision Received and Exercised:

Receives general direction from an Assistant Fire Chief or from the Fire Chief.

Exercises direct supervision over assigned sworn, civilian, and technical staff as appropriate.

Essential Functions:

Duties may include, but are not limited to, the following:

- Exercise management and positive leadership responsibilities in the day to day activities and functions of the department.
- Serve as Shift Commander, District Manager or section head, managing, directing and organizing the assigned section; manage, supervise and coordinate emergency service activities, including fire suppression, EMS and special operations response.
- Serve as Program Manager in areas such as special operations, medical services, support services, training and other related programs; recommend goals and objectives; assist in the development and implementation of policies and procedures.

Effective Date November 15, 1988
Revised November 1995
Revised June 2003 (Range Changed)
Revised June 2005
Revised August 2004 (Range adjustment)
Revised May 2008 (title change)
Revised June 2009 (job duties/minimum qualifications)
Revised March 2010 (job duties revision)

CITY OF TEMPE

Fire Deputy Chief (continued)

- Represent the Department and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Supervise and coordinate fire suppression companies on an assigned shift; assign
 work activities, projects and programs; monitor work flow; review and evaluate work
 products, methods and procedures.
- Interpret and apply departmental policies and procedures; enforce compliance.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, training or other special programs as assigned.
- Continuously review employee performance and document through a performance review system and/or development program.
- Manage budget for assigned area of responsibility; assist in budget implementation; participate in the forecast of resources needed for staffing, equipment, materials and supplies; administer the approved budget.
- Prepare special research reports and develop programs as assigned.
- Attend and participate in professional meetings and conferences.
- Command fire fighting activities in response to fire incidents; decide on the methods of combating fires.
- Respond to emergency incidents, don proper PPE, SCBA and operate in an IDLH environment.
- Prepare, direct and coordinate training programs; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Conduct periodic familiarization inspections of the City to insure continued knowledge of structural conditions and associated fire protection considerations.

CITY OF TEMPE

Fire Deputy Chief (continued)

Respond to difficult complaints and requests for information.

Manage the care and cleaning of quarters, buildings, grounds, apparatus and

equipment.

Assist in managing fire and life safety code compliance.

Minimum Qualifications:

Experience:

Two years as a Fire Captain.

Education:

An equivalent to an Associate degree in Fire Science or related field, plus the educational requirements for Captain candidate eligibility. Bachelor's degree in Fire Science, Management, Public Administration or degree related to the core functions of this position

is desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain, an appropriate, valid Emergency Medical Technician

Certificate.

Possession of, or required to obtain, an appropriate, valid Hazardous Materials First

Page 3 of 3

Responder or Hazardous Materials Technician Certificate.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 054

Status: Exempt / Classified

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